

## RECRUITMENT BULLETIN

### BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
20-10	April 9, 2020	Until Filled

**POSITION:** Detention Officer (Jailer) – multiple positions

**LOCATION:** Big Horn County Detention Center (Jail)

**SALARY:** \$16.50 per hour, plus benefits

**DUTY HOURS:** 40 hours per week; rotating shifts

**MAJOR DUTIES:** Responsible for the care and supervision of inmates in the County Detention Facility, including admitting, booking, preliminary evaluation, searching and interment of prisoners; assures that all Detention Facility procedures are followed and continually monitors the security and safety of prisoners; prepares and maintains routine daily records and reports of activities; contact with the public, other agencies, families and prisoners; upon proper training, may serve as a Dispatcher; other duties as assigned.

**QUALIFICATIONS:** Graduation from high school or its equivalent with some work experience in dealing with the public; never been convicted of a felony. Must be P.O.S.T. certified as Detention Officer, or have the ability to become certified within one (1) year of employment. CPR training desirable. Some computer skills helpful. Must respect and safeguard non-public confidential information. Must possess a valid Montana Driver License and must be an insurable driver.

**TESTING:** A written test and oral interview will be administered.

### PRE-EMPLOYMENT

**TESTING:** The successful applicant must undergo pre-employment drug and alcohol testing.

**DISTRIBUTION:** Countywide

**HOW TO APPLY:** Submit a Big Horn County public safety application (include driving record, if from a state other than Montana in last three (3) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email [rjohnson@bighorncountymt.gov](mailto:rjohnson@bighorncountymt.gov).

**DEADLINE:** Applications will be accepted until all positions are filled. Big Horn County will begin reviewing applications on Monday, April 20, 2020.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.

Publish: April 9, 2020

Bill to: Big Horn County Detention (Jail)